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NO CHANGE in Class. ☐

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Date: 240378 By:           

MEMORANDUM FOR:                     

Assistant Chief of Administration, DD/P

SUBJECT : Staff Study of the Applicability of Revision of Form No. 33-27 Travel Order For Use by Field Stations.

REFERENCE : Memorandum of 30 November 1953

1. PROBLEM.

To study and evaluate travel procedures currently employed within the Agency with the view toward determining the advisability of a standard travel order form for overseas travel.

2. FACTS BEARING ON THE PROBLEM.

- a. The EE Division has instituted a procedure, effective 15 December 1953, which authorizes the overseas mission to prepare travel order form 33-27 for personnel travel on TDY from the mission to headquarters and return. (See Exhibit A) Under this procedure headquarters continues to authorize and issue PCS travel orders (other than intra-mission PCS). The authority for this directive is given                      (2).
- b. The Finance Division prepares a travel data sheet (Exhibit B) covering PCS travel for personnel departing this headquarters. This information is transmitted by pouch, within a week or ten days after departure, to the following stations:

EE Division

FE Division

25X1A6A

These data sheets provide a document against which vouchers can be submitted for payment of travel claims. The Finance Division will expand these facilities to additional stations when staffed with Finance people qualified for voucher processing.

SECRET

CONFIDENTIAL

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Next 1 Page(s) In Document Exempt

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